



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-J1-SAPR

24 June 2009

MEMORANDUM FOR THE J1 OF ALL STATES, PUERTO RICO, THE US VIRGIN ISLAND, GUAM, AND THE DISTRICT OF COLUMBIA

SUBJECT: Procedures for Registration for the National Guard Bureau (NGB) Sexual Assault Response Coordinator (SARC)/Victim Advocate (VA) Training

1. The NGB SARC/VA Training is scheduled for 16-22 August 2009 at the National Guard Professional Education Center (PEC) in Little Rock, Arkansas. The objective of the training is to accomplish the training certification of individuals identified as Joint Force Headquarters (JFHQ) SARCs, Unit SARCs, Deployable SARCs (DSARCs), Wing SARCs, and Victim Advocates (VAs). The training will consist of a comprehensive 40 hour program of common core and service specific instruction that will allow SARCs, DSARCs, and VAs to respond to incidents of sexual assault.
2. This training will provide an additional opportunity to meet all Department of Defense, Army and Air Force requirements for SARC/VA appointment. It is mandatory for each State/Territory to have a trained JFHQ SARC to manage the joint program. Training also will ensure that State/Territories have a trained JFHQ SARC to oversee the Sexual Assault Prevention and Response Program for the State.
3. The training is not a centrally funded NGB event. Funding for this event will be through local unit funding sources. States are authorized to use Overseas Contingency Operations (OCO) funds to send DSARCs and DVAs to this training. States also are encouraged to send Technicians in Technician status using the State's Technician Training or the Technician Travel funds.
4. Classroom space is limited. Registration for the conference is available UNTIL THE CLASS IS FILLED. Individuals must register on the GKO Website at https://gkoportal.ngb.army.mil/sites/J1_SAPR/Training/default.aspx. Under "NGB SARC/VA Training" link, go to Registration tab and "click here to register". Add a new item. Enter your information and then "save and close" to complete your registration. Your registration will be approved or disapproved by NGB. Please check the website weekly for your status. You will not receive notification of acceptance. You are not authorized to view other participants and you will only be able to view your own data. If you do not have a GKO account, go to the <https://gko.ngb.army.mil/login/welcome.aspx> website and register for a GKO Account. Then begin the registration process. NGB will post the class instructions, presentations, and agenda for download by students NLT 1 August 2009. NGB does not provide printed copies of presentations, you will receive a CD with the presentation and resources with your certificate upon complete of the course. It is recommended that you download and print a copy of the training materials for your reference during class if you choose to have them.

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5. Registration will be conducted on Sunday, 16 August 2009 from 1600 – 2000 hours in the Lobby of Independence Hall, 1402 Missouri Avenue, Camp Robinson, N. Little Rock, AR. Late Registration will be conducted in Militia Hall, Room 230B on Monday from 0700-0800 hours for personnel arriving after 200 hours.


6. JFHQ SARCs and Deploying SARCs. Travel dates are 16 and 22 August 2009. Mandatory LOD and SADMS training will be conducted on 21 August 2009 from 1300-1700 hours. LOD and SADMS training are mandatory for completion of training for all JFHQ SARCs and Deploying SARCs.

7. SARCs/VAs. Travel days are 16 and 22 August 2009. Students will conclude class on 21 August 2009, 1230 hours. Travel arrangement can be made for 21 August 2009 after 1500 hours or later. You will receive a copy of the agenda when you register with the NGB-SAPRO Staff at Independence Hall. Participants must complete the mandatory 40 hours course of instruction to receive a training certificate.

8. Cell Phones, BlackBerry's, or Laptops are not authorized during training. The only exception to this guidance is the use of laptop to view and note comments for SAPR training presentations. You will need a battery operated PC the classroom does not have power for PCs.

9. Uniform for the conference for Military and Technicians: ACU/BDU/ABU; Civilians: Business Casual (no tee shirts or jeans allowed).

10. Points of contact (POC) are Ms. Jane Lux, NGB-J1 SAPR Program Coordinator, at DSN 329-0577, 703-601-0577, or email jane.lux@ng.army.mil. Registration POC is MSgt Kimberly Evans, NGB-J1 SAPR Knowledge Operations Manager, at DSN 329-2977, 703-601-2977, or email Kimberly.n.evans@us.army.mil.


ALFRANDA L. DURR
Lieutenant Colonel, LG, USA
Chief, Sexual Assault Prevention and
Response Program, National Guard Bureau

CF:

Each State CoS

Each State DS

Each Unit Commander

Each State J1

Each State G1

Each State A1

Each JFHQ SARCs